



**CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (CLETS)
MISUSE INVESTIGATION REPORTING**

<input type="text" value="2018"/> <i>Calendar Year</i>	<input type="text" value="Santa Rosa Police Department"/> <i>Agency Name or Qualifying Sub-Unit of a Non-LE Agency</i>
<input type="text" value="01-05-2019"/> <i>Date</i>	<input type="text" value="CA0490500"/> <i>Originating Agency Identifier (ORI) Number(s) – Attach Additional Paper if Necessary</i>

<input type="text" value="Mikaela Kreps"/> <i>Name of Person Completing Form</i>
<input type="text" value="mkreps@srcity.org"/> <i>E-Mail Address of Person Completing Form</i>
<input type="text" value="707-543-3613"/> <i>Phone Number</i>

<input type="text" value="Ronald Wright"/> <i>Name of Agency CLETS Coordinator (ACC)</i>
<input type="text" value="rwright@srcity.org"/> <i>E-Mail Address of Agency CLETS Coordinator (ACC)</i>
<input type="text" value="707-543-4091"/> <i>Phone Number</i>

1. Total number of investigations performed related to CLETS misuse:
2. Total number of misuse investigations with **NO** misuse found:
3. Total number of misuse investigations still pending:
4. Total number of **founded** misuse violations from investigations:
 - A. Total numbers for administrative actions taken on founded misuse violations¹:

Counsel	<input type="text" value="3"/>	Reprimand	<input type="text" value="1"/>	Training	<input type="text" value="1"/>	Suspension	<input type="text" value="0"/>
Resignation	<input type="text" value="0"/>	Termination	<input type="text" value="0"/>	Other ²	<input type="text" value="0"/>	No Action ²	<input type="text" value="0"/>
 - B. Total number of criminal complaints filed:

Infraction	<input type="text" value="0"/>	Misdemeanor	<input type="text" value="0"/>	Felony	<input type="text" value="0"/>
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 - C. Total number of convictions from criminal complaints:

Infraction	<input type="text" value="0"/>	Misdemeanor	<input type="text" value="0"/>	Felony	<input type="text" value="0"/>
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5. How many misuse investigations originated from the following:

A. Private Citizen Complaints	<input type="text" value="0"/>	B. Internal Within Department	<input type="text" value="4"/>
C. From Another Agency	<input type="text" value="0"/>	D. Department of Justice	<input type="text" value="0"/>

faxed 1-5-2019

Regardless of whether your agency had any reported misuse, submit this form by February 1 of each year for the previous calendar year. Include the number of investigations performed related to CLETS misuse and include any disciplinary action taken, if applicable. The agency may need to contact their internal investigations department. For additional information please refer to the Department of Justice information bulletin 18-07-CJIS on the California Law Enforcement Web (CLEW).

¹Total number of actions taken may exceed total number of founded misuse violations.

²If any number other than 0 is entered in "Other" or "No Action" it is required that the agency attach documentation that supports the decision. Personal information within the documentation should be redacted or omitted.

California Department of Justice
CLETS Administration Section
P.O. Box 903387
Sacramento, CA 94203-3870

Phone: (916) 210-4240
Fax: (916) 227-0696
Email: cas@doj.ca.gov



FAVED
initial
SEPT 2018

CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (CLETS) CHANGE REQUEST

Santa Rosa Police Department

Agency Name

965 Sonoma Ave

Address

Santa Rosa

City

95404

Zip Code

Mikaela Kreps, Records Supervisor

Name and Title of Person Requesting Change

CA0490500

Originating Agency Identifier (ORI) Number

(707) 528-5222

Agency Phone Number

Sonoma

County

(707) 543-3613

Phone Number

Check if Change in Agency Address and/or Phone ☐

COMPLETE ALL AREAS REQUIRING CHANGE

Agency Head (If new designation, complete a new Subscriber Agreement)

Name

Phone Number

Address

Fax Number

Email

Agency CLETS Coordinator (ACC) (If new designation, prior ACC or Agency Head must sign this form)

Ronald J. Wright

Name

(707) 543-4091

Phone Number

965 Sonoma Ave, Santa Rosa CA 95404

Address

(707) 543-3577

Fax Number

rwright@srcity.org

Email

Security Point of Contact (SPOC)

Name

Phone Number

Address

Fax Number

Email

NCIC/ORION Information

Phone Number

Alternate Phone Number

Fax Number

Alternate Fax Number

Please use the separate Hit Confirmation Data form for providing hit confirmation information changes.

Signature of ACC or Agency Head

Date

9-19-2018

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